

# UNIVERSITY PREP SCIENCE & MATH

## STUDENT CODE OF CONDUCT 2012-2013

### I. INTRODUCTION

All students in the state of Michigan are guaranteed the right to a public education. If this right is to be guaranteed, regular attendance in class is of vital importance for a student to succeed in school. The United States Supreme Court has held that a student may not be deprived of this right to a public education without adherence to procedural due process. It is the responsibility of the University Prep Science & Math and its staff to ensure that no student is arbitrarily denied the right to an education. It is the responsibility of each student to attend school and to behave in a manner that does not threaten, interfere with or deprive other students of their right to an education.

**The purpose of the code of conduct is:**

- **To provide for students' rights and responsibilities**
- **To provide regulations governing the behavior of students**
- **To prevent actions or activities which interfere with the school programs and/or are prohibited by law**

The regulations reflected in this Code shall be mandatory and uniformly enforced at University Prep Science & Math.

## **II. ATTENDANCE**

Regular attendance in class is of vital importance if a student is to succeed in school. All students are expected to be in school every day and on time for each class. Any student age twelve (12) and younger with absences of 20 days or more may be subjected to court action regarding school compulsory laws.

It is believed that the major responsibility for regular attendance rests with the individual student and his/her parent/guardian. Staff persons have the responsibility to assist parents/guardians and students in achieving the goal of good attendance. Teachers and Advisors should counsel with any student immediately if it appears that a poor attendance pattern is being formed. This should be an ongoing, continuous process.

The District does not recognize any absence or tardiness as acceptable without a valid excuse. Staff is required to take appropriate action whenever an unexcused absence or tardiness occurs. The action taken will be designed to correct attendance problems and will be determined by the seriousness of the problem, rather than waiting for a minimum or maximum number of absences or tardiness.

### **A. ATTENDANCE STANDARDS**

All students are expected to be in school every day and on time for each class. An unexcused absence is an absence from class for longer than fifteen (15) minutes not approved by the principal/designee or justified by a written statement by a parent's/guardian's health care provider, or a government agency. All students are expected to be in a designated area within the school building or in their scheduled classroom, on time. All students have the right to be provided with equitable instructional time. The school has the right to prevent students with excessive tardiness from interrupting the educational process of other students.

### **B. ADMITTANCE & EXIT OF THE BUILDING**

All students must enter the building through designated doors. Students must enter with a valid photo ID card that must be in their possession and clearly displayed on their person during the entire school day. Students are not to leave the school building during the school day for any reason without expressed permission of an administrator. Once students arrive at the school, they must follow their complete schedule. Any exceptions to this rule must have administrative permission. At the Middle School, students must also leave the school premises within thirty (30) minutes of the school dismissal time, unless the students have permission to be involved in after-school activities.

### **C. ABSENCE/TARDY EXCUSES**

Students will be required to establish a valid reason for absence and/or tardiness from school or class.

Methods for establishing valid reasons include:

- A note or phone call from a parent/guardian
- A pass from a staff member
- A written statement from a doctor
- A copy of documents for court or other mandatory appearances

**D. MAKE-UP WORK FOR EXCUSED ABSENCE AND TARDINESS –**

A student must contact the teacher regarding make-up work within three (3) days of his/her return to class. Only students who have established a valid reason for absence or tardiness will be eligible for make-up work. Students must make arrangements with individual teachers about when to turn in make up work, or follow the 3-day rule: turn work in within 3 days upon receiving it.

**E. SUPPORTIVE SERVICES -** Truancy from school and/or class results in supportive services being provided by the school. These supportive services could include one or more of the following:

- Conference student-teacher/Advisor
- Conference with parent/guardian
- Referral to school social work, counseling, or psychology services
- Referral to an outside agency
- Other, not listed

**F. RESPONSIBILITIES RELATED TO ATTENDANCE**

**1. STUDENTS**

- Attend all classes on time each day
- Follow local school attendance procedures
- Present proper excuse in writing for all absences
- Be responsible for requesting make-up assignments for excused absences within three (3) days of return to school and making arrangements with individual teachers about when to turn in make-up work
- Remain in the school building/on the premises once arriving to school for the day
- Confer with parents and school staff regarding personal concerns due to absences
- At the Middle School, leave the school premises within thirty (30) minutes of the end of the school day, unless the student is approved to be involved in after-school activities.

**2. PARENTS/GUARDIANS**

- Be responsible for the student's regular attendance

- Notify the school when the student is absent
- Contact the school on a regular basis about the student's attendance and academic progress
- Cooperate with and support the school in enforcing the attendance rules and regulations

### **3. SCHOOL STAFF MEMBERS**

- Maintain accurate attendance records in the District's SIS, currently PowerSchool
- Cooperate with colleagues, students and parents/guardians in developing and implementing programs designed to stimulate good attendance
- Inform students about attendance policy
- Notify parents/guardians when students exhibit an attendance problem and maintain a record of such notices
- Refer chronic attendance problems to the team for intervention; work in conjunction with other student support programs to provide students with intervention assistance
- Investigate the referral of chronic attendance problems, and when necessary, refer to the 36th District Court for prosecution.

## **III. SCHOOL JURISDICTION**

The Student Code of Conduct provides that offenses are prohibited by this policy whenever they occur on school grounds, on school buses, during school-sponsored field trips, when connected with school related events and activities and when students are en route to or from school. Each off-premise incident must be treated individually. Specific consideration will be given, for example, when the incident involves the student's proximity to the school, the length of time elapsed since the student was on school premises, whether there is a connection to an on-premise altercation or confrontation, whether the student stopped at a restaurant or store on the way home, and whether the student has returned to the custody of his/her parents.

## **IV. STUDENT RESPONSIBILITIES**

**A. PARTICIPATION** - Students have the responsibility of participating fully in the learning process. Students must report to school and to all scheduled classes on time with appropriate supplies and come prepared to work. Students are expected to pay attention to instruction, complete assignments to the best of their ability and request help when needed. At the Middle School, a student must achieve at least a 60% or higher to successfully pass his/her classes.

**B. RETENTION** - At the Middle School, if a student fails two or more content courses with a 59% or less for the year (three trimesters), he/she will be retained in the

same grade level the following school year. Middle School students must earn at least 180 percentage points in a content class for the year in order to receive a passing final grade for the year (three trimesters). High School students must earn credits in their assigned courses either in regular school or in an approved Credit Recovery program to move to the next level and meet graduation requirements.

**C. BEHAVIOR** - Students have the responsibility to reasonably avoid any behavior that is detrimental to achieving their own or other students' educational goals. Students must cooperate in taking reasonable care of books, other instructional materials, technology, and encourage a climate where learning is cherished. Most particularly, students must refrain from engaging in behavior that violates the provisions of the Student Code of Conduct. Illegal activity conducted on school property may result in criminal prosecution.

**D. RESPECT FOR STAFF** - Students have the responsibility of showing respect for the knowledge and the authority of school staff. Students must obey reasonable directions, use only acceptable and courteous language, avoid actions that show contempt, and appeal decisions through the channels as described in this code.

**E. RESPECT FOR STUDENTS** - Students have the responsibility of showing respect for the rights and human dignity of fellow students. For example, students must refrain from name-calling, fighting, bullying, harassment, belittling or engaging in deliberate attempts to embarrass or harm another student.

**F. DISMISSAL** - Middle School students will leave the school premises within thirty (30) minutes of the school's dismissal time. Students will not re-enter the school building for any reason once they have left for the day unless they have a medical emergency. If Middle School students have not been picked up within the thirty (30) minute period following dismissal, the student will attend "Latchkey" for which the parent will be responsible to pay the established "fee(s)".

## **V. STUDENT RIGHTS**

**A. THE FAIR ADMINISTRATION OF DISCIPLINE** - The faculty and staff of University Prep Science & Math do not discriminate against, deny benefits to or exclude participation of any person in its programs, activities or employment on the basis of race, gender, color, national origin, creed, religion, disability or any other basis prohibited by law.

**B. MAKE-UP WORK DURING DISCIPLINARY ACTIONS** - Students removed from school/class as a result of disciplinary action are entitled to receive make-up work.

For the UPSM Middle School, the student's Advisor will provide make-up work information to parents. However, parents must request the work through the person identified in the letter sent to parents with notification of the hearing. Parents are responsible for picking up the assignments and returning the completed work for grading. Assignments must be completed and returned before new assignments are issued. Parents must receive graded assignments as an indication that the assignments were completed.

For the UPSM High School, make up work for a short-term suspension (1-5 days) will be given to student upon his return to school, after a conference. The returning student must contact the teacher regarding make-up work immediately after being re-admitted to class. Students must make arrangements with individual teachers about when to turn in make up work, or follow the 3-day rule: turn work in within 3 days upon receiving it.

A student who remains out of school past the day of the scheduled conference WILL NOT be allowed to make up work beyond the actual conference date. All make-up work must be completed within three (3) days of the student's readmission to school. A student recommended by the principal for permanent removal is entitled to make up work until the student's placement is completed or the beginning of the next semester, whichever comes first. A student charged with an expulsion offense is entitled to make up work until a final decision is made by the Superintendent or her designee (Hearing Officer). Parents are responsible for picking up the assignments and returning the completed work for grading on a weekly basis. Assignments must be completed and returned before new assignments are issued. Parents must receive graded assignments as an indication that the assignments were completed.

## **C. THE RIGHTS TO FREEDOM OF EXPRESSION**

- 1. EXPRESSION OF BELIEFS AND OPINIONS** - Students have the right to express their beliefs and opinions on issues orally, symbolically and through publication, as long as such expression is made in a reasonable manner. However, freedom of expression does not include engaging in libelous, obscene or personal attacks on individuals and groups, defamation of character, commercial solicitations, or the distribution of materials of a racial, ethnic, sexual or religious nature that are likely to result in disruption; nor materials that otherwise endanger the health and safety of people, or threaten to disrupt the educational process.
- 2. STUDENT DRESS** - The University Prep Science & Math Uniform Policy was adopted to provide students with an educational environment that is conducive to the learning process. The policy was created to prevent distractions and health/safety hazards that disrupt classroom settings or decorum. Students must follow the pertinent dress code for their building every day and entirely.

Whether or not a student is dressed appropriately (or properly groomed) shall be left to the discretion of the principal or his/her designee. A student whose clothing or apparel violates the dress code may be removed from class/school for the day or until the dress code violation is corrected.

**3. FREEDOM FROM UNREASONABLE SEARCHES AND SEIZURES**

Students have rights, which have been established and guaranteed by the Fourth Amendment to the United States Constitution protecting their right of privacy of their person and freedom from the unreasonable search and seizure of property. A signed receipt shall be provided to students of all items seized.

The school may conduct reasonable searches and seizures such as the following:

**a. SEARCH OF LOCKERS, DESKS AND OTHER ASSIGNED SPACES**

- Property assigned to a student by the school remains the property of the school and under joint control of the school. In accordance with applicable law, lockers, desks and other spaces assigned to or used by a student are subject to search.

**b. PERSONAL SEARCHES OF STUDENTS AND THEIR PROPERTY**

The principal/designee may conduct personal searches of students and searches of student property brought onto school grounds whenever there is a reasonable suspicion to believe that the student is in possession of an article which is illegal or prohibited under this code or school rules.

The principal/designee is authorized to seize any items found during a search, which are illegal or which violate the code or regulations. Items seized, which are not illegal but violate this code or school rules, should be returned to the student's parents within ten (10) school days. Searches can include asking students to present illegal or prohibited articles, requesting a student to empty his/her pockets, and search of clothing or personal property.

Pat-down searches can be conducted but must be limited to searches for illegal items. Whenever possible, pat-down searches should be conducted out of the presence of other students or adults. As much as possible, pat-down searches must be conducted by a person of the same gender as the student, and in the presence of a second staff member.

Where there is reasonable suspicion that a student is in possession of dangerous items that can do bodily harm and the student refuses to permit a search, the student should be detained by administrative staff, reported to the

police and suspended on an emergency basis.

No strip searches shall be conducted by school personnel. If school personnel have a reasonable suspicion that a student is in possession of an illegal, dangerous item that can do bodily harm, which cannot be obtained without use of a strip search, administrative staff should detain the student, report to the police, and suspended on an emergency basis.

**c. STUDENT RIGHTS WHEN QUESTIONED BY THE POLICE**

Principals are authorized to permit police officers and identified representatives from the court to interview pupils on official business. Students may be searched or arrested when such action is authorized by a warrant or otherwise permitted by law. When considered appropriate, such interviews shall be conducted in the presence of the principal or a designee. The principal or his/her designee shall inform parents of this questioning and, whenever possible, they may be present.

**VI. BEHAVIORAL EXPECTATIONS AND UNACCEPTABLE CONDUCT**

All University Prep Science & Math students have the right to learn. No student has the right to disrupt the learning activities of the school. Therefore, students may not endanger or threaten to endanger the safety of others, damage property or impede the orderly conduct of the school program while at school, at a school related activity, on a school bus or en route to or from school. In all regards, the best interest of the child should be a priority when disciplinary action is considered. Appropriate corrective discipline should be administered in accordance with the severity of the offense. **Note: Students accumulating 10 or more days of suspension could be referred for expulsion.**

Gang-like activity is typically identified by law enforcement as an ongoing organization, association or group of three or more individuals who:

- Use a common identifying name, sign or symbol
- Have a high rate of interaction among themselves to the exclusion of others
- Are frequently involved in anti-social, delinquent or criminal activity

Gang activity will not be tolerated in school, on school grounds or during school related functions.

Unacceptable conduct is divided into (3) categories of offenses, which may result in disciplinary action under this code. The following list of unacceptable behavior is meant to be informative and not all-inclusive. A student who commits an act of misconduct that is not listed is also subject to disciplinary action to be decided by the principal or designee. All illegal activities will be reported to proper authorities, as required by law.

**A. CATEGORY 1 OFFENSES – PROHIBITED BEHAVIORS**

- 1.1. INSUBORDINATION** - A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, write an assignment, work with another student, work in a group, take a test or do any other class or school related activity not listed herein, refusing to leave a hallway or any other school location (including school premises), or running away from school staff when told to stop are examples of insubordination.
- 1.2. REFUSAL TO IDENTIFY SELF** - Refusing to show or wear an identification card and/or give the correct name when requested by school personnel, or using another person's name or identity.
- 1.3. STUDENT DEMONSTRATIONS** - Any form of protest or demonstration that disrupts the normal educational process or that is conducted in a manner that violates legal restraints.
- 1.4. TRUANCY** - A student will not fail to report to the school's assigned class or activity without prior permission, knowledge or excuse by the school or parent/guardian.
- 1.5. USE OF ELECTRONIC COMMUNICATION DEVICES** - Students may not use MP3 players; iPods; cell phones or personal communication devices on school property. The use of these items is strictly prohibited on school property, including gymnasium, halls, cafeteria, classrooms, and buses on school trips until after dismissal for the day. Confiscated cell phones, personal communication devices or other electronic devices will be returned to the parent/guardian. It is the responsibility of the parent/guardian to make arrangements with the principal/designee to immediately retrieve the item within ten (10) school days. Cell phones may not be carried on the student's person during normal school hours unless they are switched off. Violations will result in the cell phone's confiscation. Cell phones may be stored in a pocket, locker or backpack in a turned off position.
- 1.6. UNAUTHORIZED USE OF SCHOOL MATERIALS/EQUIPMENT**  
Students may not use any school equipment or materials without obtaining prior approval of an administrator or teachers.
- 1.7. CHEATING/ACADEMIC MISCONDUCT** - A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials.

Cheating is defined as copying the work of another student with or without his/her permission and presenting it as one's own body of work. The use of cheat sheets, electronic devices, or unauthorized notes are prohibited during tests or other assessment activities. The use of one or any of the items listed above is under explicit instruction from the teacher and allowed if there is written documentation stating the need for such items. The teacher is responsible to make the appropriate determination.

Plagiarism is also considered cheating. Plagiarism is defined as "the act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the author".

- 1.8. DISORDERLY CONDUCT** - A student will not harass others or behave in a manner that causes disruption or obstruction of the educational process. Disruption caused by talking, making noises, throwing objects or otherwise distracting another constitutes disorderly conduct. Behavior is considered disorderly if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.
- 1.9. INAPPROPRIATE DISPLAYS OF AFFECTION** - Students will not engage in inappropriate displays of affection, such as kissing or long embraces of a personal nature.
- 1.10. INAPPROPRIATE USE OF TECHNOLOGY** - A student will not use technology inappropriately. Inappropriate use of technology includes, but is not limited to, the following uses:
- a. Taking pictures or making videos within or around the UPSM campus, or in any school-sponsored activities, without permission.
  - b. Posting pictures or videos using the UPSM logo, building, staff, students, assets, etc. on Facebook, Twitter, etc. without permission.
  - c. Engaging in the planning, provoking, maintaining, etc. of conflicts (physical or otherwise) with individuals from other schools.
  - d. Sexting (sending sexually explicit messages or photographs).
  - e. Engaging in any acts that violate the District or School's Technology Policy.

**NOTE:** The Principal or designee will determine, based upon the severity and frequency of the offense, if the case will be dealt with as a Category 2 or Category 3 offense.

**1.11. LEAVING SCHOOL WITHOUT PERMISSION** - A student will not leave the school building, classroom, cafeteria, assigned area, or campus without permission from authorized school personnel.

**1.12. TRESPASSING** - A student will not enter areas designated as “off limits” without written permission from authorized school personnel. If removed, suspended, or expelled from school, a student will not return to the school premises without permission of the Principal/designee.

**1.13. PERSISTENT CATEGORY 1 VIOLATIONS** - Student with repeated and persistent Category 1 violations are subject to additional and more severe disciplinary actions. (Also See Category 2)

**DISCIPLINARY ACTION FOR A CATEGORY 1 OFFENSE MAY RESULT IN ONE OF THE FOLLOWING:**

1. After-school Detention
2. In-School Suspension (at Middle School)
3. Short-Term Suspension

**B. CATEGORY 2 OFFENSES – ILLEGAL BEHAVIORS**

**2.1. THREATS OF VIOLENCE/COERCION** – A student will not use words or take actions that may threaten to do injury to another person or that intimidate another person through fear for his/her safety. No actual physical contact is necessary.

**2.2. POSSESSION OF OTHER DANGEROUS OBJECTS** – A student will not possess dangerous objects such as, but not limited to, explosives, matches, firecrackers, clubs, mace, pepper spray and other irritant sprays. Possession is defined as carrying the item or storing the item in a space used by or assigned to a student (such as a locker or a desk); having the item under one’s control (such as hiding a weapon in the building or on school grounds); or voluntarily permitting another person to store the item in an assigned school space without reporting it to staff members.

**2.3. USE OR POSSESSION OF ILLEGAL OR CONTROLLED SUBSTANCES OR MATERIALS** - A student will not possess or use illegal or controlled substances such as tobacco, alcohol, narcotics, drugs prohibited by law, over the counter medications and prescription medications not prescribed for use by the student in possession of them.

**2.4. BURGLARY, THEFT, ROBBERY, LARCENY, OR BREAKING AND ENTERING** – A student will not take money or property belonging to other without permission. This offense applies when the losses or damages are valued at less than \$100.00.

**2.5. LOITERING OR TRESPASSING** – A student will not be present in the school or on school grounds without the permission of the administration.

**2.6. EXTORTION, COERCION OR BLACKMAIL** - A student will not obtain money or property (something of value) from an unwilling person, or by forcing an individual to act by either physical force or intimidation (threat).

**2.7. DEFAACEMENT OF PROPERTY** - A student will not willingly cause defacement of or damage to property belonging to the school or belonging to school personnel or persons in attendance at the school. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables and spray-painting surfaces are acts of defacement.

**2.8. INTERFERENCE WITH OR INTIMIDATION OF SCHOOL PERSONNEL** – A student will not prevent or attempt to prevent school personnel from engaging in their lawful duties through threats of violence, harassment, or prolonged arguments and use of profanity.

**2.9. INTERFERENCE WITH THE MOVEMENT OF PUPILS** – No student shall prevent or delay other students from entering or leaving the school or a school event at scheduled hours. In addition, no student shall behave in a way that causes fear or jeopardy to students while walking to and from school.

**2.10. GAMBLING** – A student will not participate in games of chance or skill for money or profit anywhere in the school, around the school, at school-related events, or on field trips.

**2.11. ADMITTANCE OF UNAUTHORIZED INDIVIDUALS INTO SCHOOL BUILDINGS** - A student will not knowingly and intentionally admit or allow an unauthorized person(s) into the school building, without expressed permission from any authorized person, through any unopened door or unmonitored point of entry in a manner that breaches any method of established security.

**2.12. VERBAL ABUSE** – A student will not engage in name-calling, racial or ethnic slurs or derogatory statements directed at, and offensive to, another person.

**2.13. BULLYING/HARASSMENT** - Bullying and/or Harassment of a student is prohibited. Further, it is prohibited to retaliate or falsely accuse another person of bullying. All students are protected under these rules, and bullying between students on school grounds is treated seriously, with firm consequences. Anyone who has knowledge of bullying or harassment is responsible to notify a staff member and/or administrator of such knowledge so that action can be taken. An investigation will be initiated as soon as a Reporting Form has been submitted to a school administrator.

### **UNIVERSITY PREP SCIENCE AND MATH DISTRICT ANTI-BULLYING POLICY**

The University Prep Science and Math (UPSM) School District prohibits acts of harassment or bullying. The Superintendent of the District has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, parents, and volunteers to provide positive examples for student behavior.

"Harassment or bullying" is any gesture or written, verbal, graphic, or physical act (including Cyberbullying: electronically transmitted acts – i.e. internet, cell phone, personal digital assistant (pda), or wireless hand-held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic.

Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

"Harassment" is conduct that meets all of the following criteria:

- Is directed at one or more pupils, staff members, or any other adults, including parents;
- Substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- Adversely affects the ability of a pupil to participate in or benefit from the school district's educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect;
- Adversely affects the ability of a staff member to fulfill his or her job duties;

- Is based on a pupil’s actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

“Bullying” is conduct that meets all of the following criteria:

- Is directed at one or more pupils, staff members, or any other adults, including parents;
- Substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- Adversely affects the ability of a pupil to participate in or benefit from the school district’s educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress;
- Adversely affects the ability of a staff member to fulfill his or her job duties;
- Is based on a pupil’s actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

The UPSM District expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.

The UPSM District believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff, and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members.

The UPSM District believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities for helping students learn to assume responsibility and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to *prevent* discipline problems and encourage students’ abilities to develop self-discipline.

Since bystander support of harassment or bullying can support these behaviors, the district prohibits both active and passive support for acts of harassment or bullying. The staff should encourage students to support students who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority.

The UPSM District expects parents, vendors, and all adults coming in contact with UPSM staff or students to display a professional, courteous, and respectful conduct at all times. Acts of intimidation, harassment, bullying, or aggressiveness (in person or through technology) towards UPSM students or staff will not be tolerated, and could lead to interdiction from the school building and/or referral for legal action.

The UPSM District requires its school administrators to develop and implement procedures that ensure *both* the appropriate consequences *and* remedial responses to a student or staff member who commits one or more acts of harassment or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment or bullying.

***Factors for Determining Consequences:***

- Age, development, and maturity levels of the parties involved
- Degree of harm
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

***Factors for Determining Remedial Measures:***

*Personal*

- Life skill competencies
- experiential deficiencies
- Social relationships
- Strengths
- Talents
- Traits
- Interests
- Hobbies
- Extra-curricular activities
- Classroom participation
- Academic performance

*Environmental*

- School culture
- School climate
- Student-staff relationships and staff behavior toward the student
- General staff management of classrooms or other educational environments
- Staff ability to prevent and de-escalate difficult or inflammatory situations
- Social-emotional and behavioral supports
- Social relationships
- Community activities
- Neighborhood culture
- Family situation

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion, in the case of a student, or suspension or termination in the case of an employee, as set forth in the UPSM District's/School's approved code of student conduct or employee handbook.

Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the District's/School's approved code of student conduct. Remedial measures shall be designed to: *correct the problem behavior*; *prevent another occurrence* of the behavior; and *protect the victim* of the act. Effective discipline should employ a school-wide approach to adopt a rubric of bullying offenses and the associated consequences. The consequences and remedial measures may include, but are not limited to, the examples listed below:

***Examples of Consequences:***

- Admonishment
- Temporary removal from the classroom
- Loss of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension during the school week, for students, if available
- Out-of-school suspension
- Legal action
- Expulsion or termination

***Examples of Remedial Measures:***

*Personal*

- Framing the aggressive behavior as a failed attempt to solve a real problem or reach a goal: the adult assists the misbehaving student to find a better way to solve the problem or meet the goal.
- Restitution and restoration
- Transformative conferencing/restorative justice
- Peer support group
- Corrective instruction or other relevant learning or service experience
- Supportive discipline to increase accountability for the bullying offense
- Supportive interventions, including participation of an Intervention and Referral Services team, peer mediation, etc.
- Behavioral assessment or evaluation, including, but not limited to, a referral to a Child Study Team, as appropriate
- Behavioral management plan, with benchmarks that are closely monitored

- Involvement of school disciplinarian
- Student counseling
- Parent conferences
- Student treatment
- Student therapy

*Environmental (Classroom, School Building, or School District)*

- Set a time, place, and person to help the bully reflect on the offending behavior, maintaining an emotionally-neutral and strength-based approach
- School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying
- School culture change
- School climate improvement
- Adoption of research-based, systemic bullying prevention programs
- Modifications of schedules
- Adjustments in hallway traffic
- Modifications in student routes or patterns traveling to and from school
- Targeted use of monitors (e.g., hallway, cafeteria, bus)
- General professional development programs for certificated and non-certificated staff
- Professional development plans for involved staff
- Disciplinary action for school staff who contributed to the problem
- Parent conferences
- Referral to Family counseling
- Involvement of parent-teacher organizations
- Involvement of community-based organizations
- Development of a general bullying response plan
- Peer support groups
- Law enforcement involvement (e.g., school resource officer, juvenile officer)

The UPSM District requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee.

All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously, but formal disciplinary action *may not* be based solely on the basis of an anonymous report.

The UPSM District requires the principal and/or the principal's designee to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed within three school days after a report or complaint is made.

The UPSM District prohibits reprisal or retaliation against any person who reports an act of harassment or bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator, after consideration of the nature, severity, and circumstances of the act.

The UPSM District prohibits any person from falsely accusing another as a means of harassment or bullying. The consequences and appropriate remedial action for a *person* found to have falsely accused another as a means of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a *school employee* found to have falsely accused another as a means of harassment or bullying shall be disciplined in accordance with district policies, procedures, and agreements.

The UPSM District requires school officials to annually disseminate the policy to all school staff, students, and parents, along with a statement explaining that it applies to all applicable acts of harassment and bullying that occur on school property, at school-sponsored functions, or on a school bus. The chief school administrator shall develop an annual process for discussing the school district policy on harassment and bullying with students and staff.

The school district shall incorporate information regarding the policy against harassment or bullying into each school employee training program and handbook.

The School district's procedure for reporting these incidents to parents will be as follows:

1. For all reported and investigated incidents of bullying, a phone call will be made to parents informing them of the event;
2. Follow up letters will be sent home to all appropriate parents and guardians within 24 hours of the discovery of the incident describing the action taken, as well as consequences for any/all responsible students as determined by the investigation;
3. A notice of any parent meetings, or any disciplinary action or hearings will be sent home if needed;
4. A letter summarizing the action will be sent home to parents whose students are involved in the incident(s);

See Appendix A for UPSM District Bullying Reporting Forms (Complaint, Anonymous, and Witness), and the Bullying Investigation Flowchart.

The UPSM District shall report all acts of bullying and their resulting consequences to the board at the end of year board meetings in June.

*Policy developed based on the **Michigan State Board of Education Policy.***

- 2.14. SEXUAL HARASSMENT** - A student will not make unwelcome sexual advances, requests for favors and engage in other verbal or physical conduct of a sexual nature when the harassment substantially interferes with the student's education, creates an intimidating, hostile or offensive educational environment, or otherwise adversely affects a student's educational opportunities.
- 2.15. FORGERY/GIVING FALSE INFORMATION** - A student will not intentionally misrepresent information to school or district personnel such as giving false information or signing another person's name to a document.
- 2.16. ABUSE OF TECHNOLOGY** - A student will not tamper with, or use without authorization, computer hardware or software, including loading unauthorized software; making unauthorized copies of software; tampering with the hard drive; cause the infection of computers with viruses,; access the Internet without authorization; or engage into computer network "hacking".
- 2.17. FIGHTING (NO INJURY)** - A student will not use physical force on another student. Fights that result in injury will be addressed via a Category 3 violation.
- 2.18. HAZING** - Any activity which endangers the physical safety of a student or causes physical or mental distress, embarrassment, humiliation or ridicule, regardless of whether the hazing is done with or without the consent of the person(s) being hazed.
- 2.19. OTHER ILLEGAL CONDUCT** - Any school related conduct that constitutes an offense under city, state or federal laws.
- 2.10. PERSISTENT CATEGORY 2 OFFENSES** - Students with repeated and persistent Category 2 violations or a combination of Category 1 and 2 offenses are subject to more severe consequences that may include permanent removal from school.

**DISCIPLINARY ACTION FOR A CATEGORY 2 OFFENSES MAY RESULT IN ONE OF THE FOLLOWING:**

1. Short-Term Suspension
2. Long-Term Suspension
3. Probationary Agreement
4. Permanent Removal from the School

## C. CATEGORY 3 OFFENSES - VIOLENT BEHAVIORS

- 3.1. POSSESSION OF A FIREARM** - A student will not possess a firearm. This provision includes, but is not limited to, handguns, rifles, shotguns, zip guns, starter pistols, pellet guns, BB guns, parts of a gun or toy gun or toy-guns that have the appearance of a real gun.
- 3.2. POSSESSION OF A KNIFE** - A student will not possess a knife. Knives are defined to include any knife regardless of blade length or total size, straight razor, box cutter with razor or any instrument which has been altered to be used as a weapon in a manner similar to a knife, such as a letter opener or file.
- 3.3. POSSESSION OF OTHER DANGEROUS WEAPONS** - A student will not possess a weapon, other than guns or knives, which have the capacity to cause serious injury or death.
- 3.4. USE OF A WEAPON OR AN OBJECT AS A WEAPON** - A student will not possess or use a weapon or dangerous object. Use is defined to include the following items:
- Using a weapon or dangerous object in a physical altercation with staff, other students, or visitors to the school;
  - Having a weapon in one's possession during a physical altercation;
  - Threatening a person with a weapon or dangerous object;
  - Using a weapon or dangerous object while committing robbery;
  - Extorting or coercing through threat or actual use of a weapon or dangerous object;
  - Discharge of a firearm.
- 3.5. PHYSICAL ASSAULT OF AN EMPLOYEE, VOLUNTEER OR CONTRACTOR** - A student will not intentionally cause, attempt to cause, or otherwise cause or contribute to the physical harm of an employee, volunteer or contractor through force or violence.
- 3.6. DESTRUCTION OF PROPERTY** - A student will not commit acts that result in a substantial threat of or actual destruction of property which necessitates significantly altering a school's operation and activities.

Specifically included are acts which result in:

- Significant damage to the physical plant or property
- Conditions that require the evacuation of students
- The inability of a school to perform its functions

- 3.7. THEFT OR RECEIPT OF STOLEN PROPERTY** - A student will not take without permission of the owner or custodian, or have in his or her possession property valued at \$100.00 or more which does not belong to the student.
- 3.8. ARSON** - A student will not willfully and maliciously burn or attempt to burn any part of property that belongs to or under contract to the school district, or property of persons employed by the district or on school property; also, the use of fire bombs, or incendiary devices.
- 3.9. SALE/DISTRIBUTION OF CONTROLLED SUBSTANCES OR ILLEGAL MATERIALS** - A student will not attempt the actual sale or distribution of any illegal or controlled substance or a substance represented to another person as illegal or controlled. Students will be charged under this violation if they are in possession of a substantial quantity of an illegal or controlled substance that is packaged for sale.
- 3.10. PHYSICAL ASSAULT OF ANOTHER STUDENT** - A student will not intentionally cause or attempt to cause physical harm to a student through force or violence. Participating in gang-like activity or group violence is also punishable under this provision.
- 3.11. CRIMINAL SEXUAL CONDUCT** - A student will not commit acts of criminal sexual conduct. Criminal sexual conduct means sexual penetration or touching a person's intimate parts. It can be criminal in nature whether with or without consent. It is criminal without consent when there is any sexual penetration or touching of a person's intimate parts. It is criminal, whether or not there is consent, when there is (1) any sexual perpetrator involving a person under age 16; (2) any sexual touching involving a person under age 13; or (3) any sexual touching of a person 13, 14 or 15 years old if the perpetrator is 5 or more years older than the victim. School staff must report all such incidents to the principal or designee.
- 3.12 CONSENSUAL SEXUAL MISCONDUCT** - A student will not display affection which includes, but is not limited to: sexual intercourse, oral sex or intentional touching of the other person's genitals, groin, inner thigh, buttock or breast or the clothing covering those areas.
- 3.13 FORGERY/FRAUD** - A student will not sign the name of another person for the purpose of defrauding school personnel. A student will not deceive another or cause another to be deceived by false or misleading information in order to obtain anything of value.

**3.14 TERRORISTIC ACTIVITY** - A student will not communicate terroristic threats or commit terroristic acts directed at any student, employee, volunteer, contractor, physical plant or property.

**3.15 FALSE ALARM** - A student will not activate a fire alarm system in any school building on school property and/or report a fire or bomb when none exists.

**3.16 OTHER ILLEGAL CONDUCT** - A student will not commit other acts, not specifically listed, which endanger the students or staff.

**DISCIPLINARY ACTION FOR A CATEGORY 3 OFFENSES CAN RESULT IN ONE OF THE FOLLOWING:**

1. Permanent expulsion from UPSM;
2. Permanent expulsion from all public schools in this state;
3. Expulsion for up to 180 school days from all public schools in this state;

NOTE: Students may be subject to criminal prosecution at the request of the Detroit Police Department of Public Safety. **Students who have committed a Level 3 offense must be suspended and recommended by the school for Expulsion Review.** Michigan Law (MCL 380.1311) requires the permanent expulsion of a student, subject to possible future reinstatement, for certain acts. These include possession of a dangerous weapon, commission of arson or criminal sexual conduct in a school building or on school grounds, and for students grade 6 and above, commission of physical assault at school against an employee, volunteer or contractor.

**VII. DISCIPLINARY ACTIONS**

**A. TEACHER DISCIPLINARY ACTIONS**

Teachers have the authority to utilize various behavior management techniques to encourage positive student behavior within the classroom. The assistance of the parent or legal guardian, other educational support services and/or other community agencies may be utilized.

**B. ADMINISTRATIVE DISCIPLINARY ACTIONS**

When disciplinary action is appropriate, it shall at all times:

- Depend upon the substantiation of the charges
- Involve a reasonable and logical relationship between the seriousness of the act and the severity of the discipline
- Be constructive in intent

- Take into account such factors as age, stature, and intent of the student and his/her past records
- Take into account the use of positive support strategies and the use of the school's resource(s)

### **C. DEFINITIONS**

- 1. SHORT-TERM SUSPENSION** - The temporary removal of a student from the building and all school sponsored activities. A student may be suspended for one to five school days. Short-Term Suspensions should only be applied after the considerations of all other alternatives available to correct the student's behavior have been exhausted.

Before a suspended student may be returned to school, he/she will be required to attend a readmission hearing with the parent/guardian to discuss the behavioral problem(s). In the event that the administrator is unable to arrange the hearing by the date set for readmission, the principal or designee may, at the request of the parent, authorize an alternative method of achieving the hearing or may waive the requirement of the hearing. The waiving of a hearing is at the discretion of the principal or designee.

- 2. LONG-TERM SUSPENSION** - The temporary removal of students from the school for six (6) school days up to forty-five (45) school days.

Before a suspended student may be returned to school, he/she will be required to attend a readmission hearing with the parents/guardian to discuss the behavioral problem(s). In the event that the administrator is unable to arrange the hearing by the date set for readmission, the principal or designee may, at the request of the parent, authorize an alternative method of achieving the hearing. The waiving of a hearing is at the discretion of the principal or designee.

- 3. EXPULSION** – The removal from the school in which the student attends.

### **D. THE RIGHT TO DUE PROCESS IN DISCIPLINARY PROCEEDINGS -**

Due process safeguards must apply in all instances where the behavior or rights of students are being evaluated. The student has the right to be fully informed about the alleged breach of behavior and must be provided with an opportunity to respond to such charges. Any permanent record that results from the student's actions or their consequences should clearly state whether the charges of misbehavior were or were not substantiated. Unsubstantiated charges must be expunged. Required due process procedures vary depending on the nature of the misconduct and the seriousness of the disciplinary action that may be imposed on a student as a result of the hearing. Thus, separate sets of procedures apply depending on whether a student faces possible Short-

Term or Long-Term Suspension or Expulsion.

## **E. DISCIPLINARY PROCEDURES/SCHOOL LEVEL HEARINGS**

To ensure that student receives fair treatment consistent with the fundamental requirement of due process, Short-Term or Long-Term Suspensions or recommendations for Expulsions must be made in accordance with the following procedures:

### **1. INVESTIGATION – SCHOOL LEVEL**

Before it is determined that a student should be disciplined, an investigation must be conducted. The investigation will be conducted by the principal or administrative designee. This official will inform the student orally or in writing of the charges against him/her, including the basis (evidence) for such charges. It is preferable that a written statement be obtained from the student regarding the incident. However, a verbal statement is acceptable. Following the investigation, if the charges are substantiated, the parent will be notified by telephone or in writing, through a suspension form. The suspension letter will be sent home with the student, emailed to the parent, or sent by first class mail stating that the student is being removed from school and the reason(s) for the removal. The letter will include the time and place for parents to attend a hearing.

### **2. DISCIPLINARY ACTION HEARINGS**

For Long-Term Suspensions and Expulsions, the school level hearing shall serve as a disciplinary action hearing. The hearing shall be held within five (5) school days following removal, to determine whether the student engaged in the unacceptable behavior. If unacceptable behavior is substantiated, the principal/administrative designee will determine what discipline should be rendered. Parent/guardian (or authorized designee) and student are expected to attend all disciplinary hearings. The principal/designee must hold a hearing even though a parent/guardian is unable to, or chooses not to attend. The principal must document all attempts to reach the parent/guardian. Parents may be represented by an advisor of their choice, who may or may not be an attorney. Parental authorization for an advisor to appear on behalf of the student must be on file in writing with the principal or designee at or before the time of the hearing. Only the parent/guardian or the advisor may speak for the child at the hearing. The selected speaker will be determined before the hearing starts.

The staff person(s) making the charge of misbehavior may be present at the hearing as requested by the principal or designee. While parents do not have the right to confront student witnesses, they may request the Hearing Officer that their questions be asked. If the principal or designee is the target of the alleged behavior, another administrator will conduct the hearing, advise the student of the charges, and make the disciplinary decision. At the hearing, the student and the parents must first be fully informed about the alleged breach in behavior and then be afforded

the opportunity to present their side of the case. Within three (3) school days of the formal hearing, the principal or designee will forward communication to the student's parents by email, first class mail, and/or phone, advising them of:

- The decision as to whether the student engaged in the behavior as charged;
- What the recommended disciplinary action will be (if the charge was substantiated) and
- The right to appeal and appeal procedures.

Any permanent record that results from the student's actions should clearly state whether the charges of misbehavior were or were not substantiated.

### **3. SHORT-TERM SUSPENSION HEARINGS**

The administrator hearing the case will decide whether the charges against the student have been substantiated. If it is decided that the student engaged in the conduct as charged, the administrator will impose the appropriate disciplinary action. The school level hearing will be a readmission hearing. If the charges are not substantiated, the student's records will be expunged.

### **4. APPEALS FOR SHORT-TERM SUSPENSIONS/LONG-TERM SUSPENSIONS FOR LEVEL 1 & 2 OFFENSES**

Parents have the right to appeal the decision of a Short-Term or Long-Term Suspension to the Superintendent. Parents must inform the superintendent in writing within three (3) school days that they wish to appeal the principal's/designee's decision. The request may be initiated by a telephone call to the Superintendent's office, followed by a written request. The superintendent or designee will inform the parent of the next steps in the process.

## **VIII. DISCIPLINE OF STUDENTS WITH DISABILITIES**

The standards of conduct contained within this Student Code of Conduct apply to all students, including those students enrolled in special education, Section 504, those suspected of having a disability or the district has knowledge that the student is suspected of having a disability. However, due to the unique needs of students with disabilities, appropriate disciplinary action and implementation of the Student Code of Conduct will vary in accordance with local, state and federal laws.

### **A. DEFINITIONS**

#### **1. IDEA OR SECTION 504 STUDENTS STUDENT WITH A DISABILITY (IDEA) DEFINED**

“Student with a Disability” means an individual enrolled in school who is under twenty-six (26) years of age and who is determined by an Individualized Education

Program Team (IEPT) to have a characteristic or set of characteristics that necessitates special education or ancillary and other services, or both.

Determination of impairment shall not be based solely on behaviors relating to environmental, cultural or economic differences. These individuals are commonly referred to by local, state, federal and education agencies as students who are included in the Individuals with Disabilities Education Act or IDEA students.

## **2. SECTION 504 STUDENT DEFINED**

“Section 504 Student” means any student who has a physical or mental impairment, which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such impairment.

Major activities include but are not limited to functions such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning or working. The student has a 504 Evaluation, Summary and Education Plan developed by a 504 team. All IDEA students are protected from discrimination under Section 504. However, all Section 504 students are not eligible for programs/ services under IDEA. Implementation of Section 504 is not the responsibility of Special Education.

Whenever an administrator is considering disciplinary action involving removal of a special education or 504 eligible student, the student’s records shall be reviewed to determine the total number of days during the current school year that the student has missed due to disciplinary action.

Once the number of days a student has been out of school due to disciplinary action has been determined, the following procedures must be followed:

Under federal laws, an IDEA/504 student facing disciplinary removal from school, whose current recommended disciplinary removal from school is in excess of ten (10) consecutive school days, or will result in excess of ten (10) cumulative days constituting a pattern characterized by similarities in the student behavior that caused the removals and the length, frequency and proximity of the removals in relation to each other, must have an IEP/504 meeting that determines whether or not the behavior is a manifestation of the student’s disability.

- This meeting must take place within ten (10) school days of the decision to remove the student from school.
- In cases where the offense involves the current use and/or possession of drugs/ alcohol, the Section 504 meeting is not necessary and the student may be disciplined in the same manner as non-disabled students.

- If the IEP/504 team determines that the behavior is a manifestation of the student's disability, the student is not subject to further disciplinary action and must return to his/her original placement unless the parent agrees otherwise through the IEP/504 process.
- Regardless of the manifestation determination outcome, in cases where the offense involves the student carrying a weapon to or possessing a weapon at school or at a school function, knowingly possessing or using illegal drugs, selling or soliciting the sale of a controlled substance while at school or a school function, or inflicting serious bodily injury upon another person, school personnel may remove the student to an interim alternative educational setting for not more than forty-five (45) school days.
- In the event that the administration believes reinstating the student to his/her current placement is substantially likely to result in injury to the student or others, it can appeal via an expedited due process that is by the Administrator, for placement in an interim alternative educational setting for not more than forty-five (45) school days.
- Likewise, the parent can request an expedited due process hearing from the Administrator, to appeal manifestation determinations or decisions regarding the student's placement during the disciplinary removal.
- During such an appeal, the student's placement would remain in the disciplinary removal setting pending the decision.

**B. STUDENTS SUSPECTED OF A DISABILITY OR THE DISTRICT HAS THE KNOWLEDGE THAT A STUDENT IS SUSPECTED OF BEING DISABLED**

Students suspected of a disability are those who prior to the behavior subject to disciplinary action meet one or more of the following situations:

1. The parent(s) have expressed specific concerns in writing to supervisory or administrative personnel of the UPSM, or a teacher of the student, that the student is in need of special education and related services.
2. The parent(s) have formally requested/consented to a special education evaluation.
3. The student's teacher, or other school personnel, expressed specific concerns about a pattern of behavior demonstrated by the student, directly to the appropriate Supervisor or Director of Special Education for UPSM.
4. UPSM shall not be deemed to have knowledge that the student is a student with a disability if the parent of the student has previously refused to consent to an evaluation of the student, or has refused special education and related services, or the student was found ineligible for special education.

**C. SHORT-TERM SUSPENSION/LONG-TERM SUSPENSION/EXPULSION OF STUDENTS SUSPECTED OF BEING IDEA OR 504 ELIGIBLE**

When considering the Short-Term/Long-Term Suspension or Expulsion of a general education student, if there is reasonable cause to believe that the student is eligible under IDEA or Section 504 or is suspected of being disabled, the student has the right to assert any of the disciplinary protections available to students with disabilities.

**D. GUIDELINES REGARDING STUDENTS WITH HERETOFOR UNDETECTED DISABILITIES**

1. If school officials do not have knowledge that a student has a disability prior to taking disciplinary measures against the student, the student may be subjected to disciplinary measures applied to students without disabilities who engaged in comparable behaviors.
2. If a request is made for an evaluation of a student during the time period in which the student is subjected to disciplinary measures, the student remains in the disciplinary removal setting and the evaluation shall be conducted in an expedited manner.
3. If the student is found to be a student with a disability, the school shall provide special education and related services as appropriate, and pending the results of the evaluation, the student shall remain in the educational placement determined by school authorities.

**IX. MEDICATION POLICY**

**A. PURPOSE** - To prevent interruption of a student's education by providing assistance with medication needed during school hours.

**B. PROCEDURE** - The student's parent/guardian must provide the school with written permission, and the physician's instructions to administer any medication (prescription or non-prescription). Medication permission forms may be obtained from the school. Verbal instructions will not be honored.

**C. MEDICATIONS TO BE ADMINISTERED BY SCHOOL PERSONNEL** - Medications should be transported to the school by the parent/guardian, rather than with the student. The parent must provide the school with a container of the medication with the pharmacy label attached. The label must include the child's name, dosage and specific instructions for administering the medicine. This requirement also pertains to refills.

**D. SELF-ADMINISTRATION OF MEDICATION** - Students may carry and self-administer medicines during school if so stated in writing by the attending physician and written permission is submitted by the parent/guardian. This includes inhalers and other asthma medications.

**X. STUDENTS REQUIRING THE USE OF MEDICAL DEVICES\* IN SCHOOL**

\*Breathing machines, crutches, casts, slings, braces, wheelchairs – In a general education setting, the use of such devices should be of limited duration (as in the case of students recovering from trauma resulting in injury or severe but temporary illness) or **largely self-managed by the student**.

Use of medical devices should not present a risk to other students or unduly interfere with the educational process in the school. Parents/guardians must present written permission and instructions from the physician. Instructions for storage, use, duration of use and assistance to be given by school personnel must be clearly delineated by the student's attending physician.

## **XI. RIGHTS OF STUDENTS AND PARENTS IN DISCIPLINARY PROCESSES**

1. A student will be given the opportunity to receive make-up work for missed assignments that occurred as a result of a Short-Term Suspension, Long-Term Suspension or Expulsion Review.
2. A student charged with an expulsion offense is entitled to make-up work until a decision is reached.
3. Students are entitled to take required examinations when an incident occurs that requires disciplinary action. Parents must contact the principal or designee to make arrangements for testing.
4. School officials will inform the student verbally and/or in writing of the charges against him/her, including the basis (evidence) for such charges.
5. When a student is suspended, a disciplinary hearing will be held.
6. If the parent/guardian cancels the appointment, the school principal must reschedule the hearing date one time.
7. Parents may be represented by an advisor of their choice.
8. While parents do not have the right to confront witnesses, they may request for school officials to present questions, on their behalf, to the witnesses.
9. At the hearing, the student and the parents are to be fully informed concerning the alleged breach in behavior. After this, the student must be afforded the opportunity to present his/her side.
10. If the charges are substantiated at the school level hearing, the parent has the right to appeal the charges to the Superintendent.
11. Students have the right to petition for readmission after expulsion. Readmission is at the discretion of the principal/designee.
12. If a student with a disability is suspended beyond the initial total of 10 days, the school determines if the behavior is a manifestation of the student's disability.
13. The school must expunge any student's unsubstantiated charge placed on the district's database.

14. If a student believes any rights set forth in the student code have been violated, the student, and/or parent or guardian, should make a written report to school administration and/or superintendent.

*The University Prep Science & Math School System does not discriminate in course offerings to any student on the basis of race, sex, color, creed, national origin, religion, marital status or handicap, as required by Titles VI and VII of the Civil Rights Act of 1964 as amended. Title IX of the Education Amendments of 1972 and Section 504 of the Handicap Act of 1973.*

# University Prep Science & Math

## Statement of Review & Acceptance of the Code of Conduct

We, the undersigned, have read, understand and accept the policies outlined in the University Prep Science & Math Student Code of Conduct, Uniform Policy, and School Calendar for the pertinent school building. The parent and student will initial on the line following each of these important reminders, as well as complete the signature lines below:

- Arrive on time for school unless legitimately ill \_\_\_\_\_
- Remain on the school premises after arriving to the school grounds for the day \_\_\_\_\_
- Follow the school beginning and ending times, as well as beginning and ending dates of the official school calendar \_\_\_\_\_
- Adhere to the three (3) day policy for make-up work (for students who are eligible for make-up work) \_\_\_\_\_
- Support the school's efforts to remove violence and inappropriate behavior from the school \_\_\_\_\_
- Support the school's efforts to hold high academic expectations for each student \_\_\_\_\_
- Attend the "Learning Team Meetings" at the Middle School or "Parent Teacher Student Conferences" at the High School to keep informed of academic and behavior trends \_\_\_\_\_
- Follow the Uniform Policy for my school building \_\_\_\_\_
- Be referred to the 36th District Court for prosecution of chronic truancy if I have 20 or more days of absence \_\_\_\_\_
- Be referred for expulsion if I have 10 or more days of suspension \_\_\_\_\_
- Leave the school premises within thirty (30) minutes of school dismissal time (at the Middle School) \_\_\_\_\_
- Pass all content courses with a 60% (grade of D) or higher in order to avoid retention in my grade level for the next school year (at the Middle School); OR pass all of my courses to move to the next level and graduate on time (at the High School) \_\_\_\_\_

Student's Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*Please separate this form from your handbook and return it to your child’s Advisor during the first week of school or after the first three (3) days of your child’s attendance at UPSM.**

**UNIVERSITY PREP SCIENCE AND MATH DISTRICT**

**Bullying Witness Reporting Form**

This report **MUST** be completed when there is a witness to an incident of alleged bullying. One form must be completed by each witness. All witness reporting forms that relate to one incident should be attached to the Bullying Complaint Report form.

*(For the purpose of this form, bullying encompasses bullying, harassment, cyberbullying, and discrimination.)*

WITNESS NAME (last, first)		Witness Title: (student, parent, teacher)		Interview Date:	
VICTIM NAME (last, first)		SEX	GRADE		AGE
ACCUSED NAME (last, first)		SEX	GRADE		AGE
SCHOOL SITE: UPSM MS	UPSM HS	School Phone Number: (313)			
PRINCIPAL:		Incident Date:			

1. Where did the incident occur?

2. Please describe in detail what happened:

3. Do you know any of the other witnesses involved? If yes, please provide as much information as possible about these people (names, grade, Advisor, etc.).

4. List evidence of bullying, if any (for example: letters, photos, etc.).

**I agree that all of the information on this form is accurate and true to the best of my knowledge. I understand false statements will lead to disciplinary action.**

_____ Name of witness	_____ Signature of witness	_____ Date
_____ Name of person receiving BWR	_____ Signature of person	_____ Date

\_\_\_\_\_  
Title of person receiving BWR

UNIVERSITY PREP SCIENCE AND MATH DISTRICT

**Bullying Anonymous Reporting Form**

If you have information regarding bullying and would like to report this information anonymously, please fill out the following form to the best of your knowledge. Please note that this form is completely anonymous.

*(For the purpose of this form, bullying encompasses bullying, harassment, cyberbullying, and discrimination.)*

VICTIM NAME (last, first)		SEX	GRADE	AGE
ACCUSED NAME (last, first)		SEX	GRADE	AGE
SCHOOL: UPSM MS	UPSM HS	School Phone Number: (313)		
PRINCIPAL:		Today's Date:		

1. Where did the incident occur?

2. When did the incident occur? Date: \_\_\_\_\_ Time: \_\_\_\_\_

3. Please describe in detail what happened:

4. Do you know any of the witnesses involved? If yes, please provide as much information as possible about these people.

5. List evidence of bullying, if any (for example: letters, photos, etc.).

6. Turn the form in to the Front Desk (place it in the folder labeled BAR). Thank you.

\*\*\*\*\*For Office Use Only:

Date Received:	Received By:	Outcome:
Date Investigated:	Investigated BY:	

**Resolution**

Make notation on complaint form. Notify parents immediately. Parties could request formal resolution within 3 school/work days.

**Yes**

**No Finding of Bullying**

Document and keep records of all evidence provided.  
Monitor and provide any needed supports.

**Finding of Bullying**

Take actions, as per Code of Conduct or Employee Handbook. Document and keep records of all evidence and actions taken.

Notify all parties of the decision and right to appeal.  
Determine need to referral to law enforcement. Immediately notify parents.  
Document all interviews on BCR and BWR forms.

**Formal**

Complainant, accused, and parents (if applicable) notified of formal complaint and interviewed within 3 days.

**University Prep Science and Math District**

**Alleged Bullying Investigation Process**

(initiated when complaint received)

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Make notations on complaint form. No further action needed.

**Informal**

Only to be used with cases involving alleged incidents among students.  
At the voluntary request of all parties, facilitate mediation process within 3 school/work days.

Allegation  
outside scope of District

**No**

**Begin Investigation**

Document receipt and begin investigation within 3 school/work days.  
If the Administrator/Designee does not respond, the complainant can automatically re-file with Superintendent

